

**Michigan Strategic Prevention Framework / State Incentive Grant**  
**October 17, 2008 - AGENDA**

<b>Time</b>	<b>Topic</b>
<b>11:00</b>	<b>Welcome, Introductions of outcomes and process</b> <ul style="list-style-type: none"><li>• Weave a commitment to a sustainability focus into all aspects of the framework</li><li>• Focus on the future outcomes, through the creation of benchmarks and measurements</li><li>• Practice as a learning community</li></ul> Review from last meeting <ul style="list-style-type: none"><li>• Sustainability Defined</li><li>• 3 Keys and 10 Locks</li></ul>
<b>11:25</b>	<b>Needs Assessment</b> <ul style="list-style-type: none"><li>• Outcomes/Benchmarks/Measurements</li><li>• Next Steps: Creating an action plan supported in YOUR reality<ul style="list-style-type: none"><li>• YOUR Agency (organizational capacity)</li><li>• YOUR Partners (effectiveness)</li><li>• YOUR Demographics (community support)</li></ul></li></ul>
<b>11:55</b>	<b>Capacity Assessment</b> <ul style="list-style-type: none"><li>• Outcomes/Benchmarks/Measurements</li><li>• Next Steps: Creating an action plan supported in YOUR reality<ul style="list-style-type: none"><li>• YOUR Agency (organizational capacity)</li><li>• YOUR Partners (effectiveness)</li><li>• YOUR Demographics (community support)</li></ul></li></ul>
<b>12:25</b>	<b>Working lunch break</b>
<b>12:45</b>	<b>Planning</b> <ul style="list-style-type: none"><li>• Outcomes/Benchmarks/Measurements</li><li>• Next Steps: Creating an action plan supported in YOUR reality<ul style="list-style-type: none"><li>• YOUR Agency (organizational capacity)</li><li>• YOUR Partners (effectiveness)</li><li>• YOUR Demographics (community support)</li></ul></li></ul>
<b>1:15</b>	<b>Implementation</b> <ul style="list-style-type: none"><li>• Outcomes/Benchmarks/Measurements</li><li>• Next Steps: Creating an action plan supported in YOUR reality<ul style="list-style-type: none"><li>• YOUR Agency (organizational capacity)</li><li>• YOUR Partners (effectiveness)</li><li>• YOUR Demographics (community support)</li></ul></li></ul>
<b>1:45</b>	<b>Stretch Break</b>
<b>2:00</b>	<b>Evaluation</b> <ul style="list-style-type: none"><li>• Outcomes/Benchmarks/Measurements</li><li>• Next Steps: Creating an action plan supported in YOUR reality<ul style="list-style-type: none"><li>• YOUR Agency (organizational capacity)</li><li>• YOUR Partners (effectiveness)</li><li>• YOUR Demographics (community support)</li></ul></li></ul>
<b>2:30</b>	<b>Wrap up and next steps</b>

**Summary of Introduction and Overview of “Sustainability – The Key to Success”  
Presented by – The Center for Substance Abuse Prevention’s (CSAP’s)  
Central & Southeast Centers for the Application of Prevention Technologies  
(CCAPT & SECAPT)**

**Learner Outcomes**

**Participants will be able to:**

- Define sustainability in the context of a community coalition
- Identify the changing assumptions of community prevention practice
- Identify the three sustainability capacity keys
- Relate the three sustainability capacity keys to the steps of the Strategic Prevention Framework
- Pose questions that are relevant to the development of a sustainability plan

**Sustainability Definition**

- Sustainability is the *process* of ensuring an adaptive prevention system and a sustainable innovation that can be integrated into ongoing operations to benefit diverse stakeholders
- Ultimately, sustainability is about maintaining positive outcomes in communities

**EVOLVING THINKING**

*Historically*, substance abuse prevention has been directed by the *funds available*, and many times by the *funder*. As we move ahead we know that sustainability requires collaborative relationships between funders, stakeholders and recipients.

*We have learned that Prevention strategies should be continued because . . .*

- There are documented reductions in substance abuse behaviors
- They are more cost effective when compared to treatment and incarceration costs
- The cost savings and impact on related problems will be clear to funders and community members

Changing substance consumption behaviors at a population level will require a mix of strategies carefully targeted to reduce risks relying primarily on environmental and other population-influencing strategies.

**3 Keys to Sustainability and Corresponding Actions**

**1. Assure that community agencies and organizations have adequate internal organizational capacity**

- Develop administrative structures and formal linkages that support comprehensive, collaborative evidence based strategies to achieve and sustain targeted reductions in substance using behaviors
- Adopt supportive policies and procedures that allow community agencies, organizations, and institutions to respond as data indicates
- Secure diverse resources (human, technical, physical and financial) that support the prevention system
- Acquire appropriate expertise that enables the system to prioritize, plan for, and carry out evidence based strategies to reduce substance use/abuse and its consequences

**Summary of Introduction and Overview of “Sustainability – The Key to Success”**  
**Presented by – The Center for Substance Abuse Prevention’s (CSAP’s)**  
**Central & Southeast Centers for the Application of Prevention Technologies**  
**(CCAPT & SECAPT)**

**2. Assure effectiveness and alignment of the prevention system**

- Assess Implementation Quality to ensure that it is fully documented through careful process evaluation and addresses the fidelity of service delivery and/or any adaptations made
- Assure that the Strategy being implemented is documented as effective for achieving the desired outcomes
- Assess the Reach and Alignment of the strategy to ensure that it aligns culturally and otherwise with the targeted population and is delivered to an adequate number of people in order to achieve the community outcomes desired.

**3. Cultivate community support for the prevention system and its outcomes**

- Develop and Nurture Positive Relationships among all key stakeholders to create a system of awareness and support in which all interested parties share mutual trust and a willingness to work together strategically
- Turn Stakeholders into System Leaders and Champions who advocate for policies and actions both within the system and throughout the community that supports their long-term strategic outcomes
- Encourage Ownership: We tend to value that which is ours and are more likely to sustain that which we value.

# MICHIGAN STRATEGIC PREVENTION FRAMEWORK / STATE INCENTIVE GRANT (SPF/SIG)

September 18, 2008 Summary Notes  
(Participant Feedback)

*Developed and facilitated by:*

**Michael Langford**, CSAP's Central Center for the Application for Prevention Technologies, MIPH; and,

**D. G. Mawn**, CSAP's Southeast Center for the Application for Prevention Technologies, PIRE.

## Group Guidelines for Process

1. No side conversations
2. No diminishing anyone's idea
3. Listen with an open mind
4. Do not interrupt the person who has the floor
5. Cell phones on off or vibrate
6. Focus on the shared vision, not on one's personal agenda
7. Be patient

SPF Process –participants then developed a list of those items the members would like to sustain and those items about their experience they would like to not have to repeat.

Sustain	Diminish
<ol style="list-style-type: none"><li>1. Focus on changed behavior (step 3)</li><li>2. Ever expanding the body of knowledge (step 1, 2, 4 and 5)</li><li>3. Needs assessment process- because it clarifies what we have and what we need (step 1)</li><li>4. Repository for data (step 1, 2, 4 and 5)</li><li>5. Teaching communities to use (the process and) their knowledge to create their own responses (Step 1, 2, 3, 4 and 5)</li><li>6. This is a community issue about (all of us and by) all of us.(Step 2, 3, 4 and 5)</li><li>7. Bringing more folks in to keep the train moving (Step 1, 2, 3, 4 and 5)</li><li>8. Keep it local! (Step 3)</li></ol>	<ol style="list-style-type: none"><li>1. The disconnected storage of data</li><li>2. Data that is collected but not shared – gaps in knowledge</li><li>3. Stigma about substance abuse</li><li>4. Rush, rush, rush</li><li>5. A limited list of options/strategies</li></ol>

# **MICHIGAN STRATEGIC PREVENTION FRAMEWORK / STATE INCENTIVE GRANT (SPF/SIG)**

September 18, 2008 Summary Notes  
(Participant Feedback)

**Defining Sustainability- these are the items as possible definitions of sustainability**

Key 1- Making sure we are around long enough to make a difference

Key 2- Positive maintenance of a program/strategy

Key 3- Shared vision and structure that allows people movement

Then the participants developed possible benchmarks for the three keys

## **Key 1- Organizational Readiness**

### **Lock 1- Administrative Agreements**

Line item in budget

All agency staff receives an orientation to prevention

MOA between CBO and key partners

Prevention in the mission statement

### **Lock 2 – Policy and Procedures**

Active members in a larger collaborative

24 hotline to assure connection with clients

Diversity in composition of staff

Access by staff to members on the board

### **Lock 3- Support for Staff**

Access to Webinar

Telecommunicate and email

Workers have flexibility of schedule

### **Lock 4- Accessing Expertise**

Network with other providers across the region

Connection with local colleges

Connection with senior programs

## **Key 2- Systems Readiness**

### **Lock 1 (5) Implementation Quality**

Process evaluation and assessment of efforts and activities

Develop/write plan of action

### **Lock 2 (6) Strategy Effectiveness**

Document outcomes

Set clear outcomes

Willingness to modify and adjust selection as data reveals impact

### **Lock 3 (7) – Reach and Alignment**

Wide enough to be effective

There needs to be inclusion and saturation

All trains our parts

# **MICHIGAN STRATEGIC PREVENTION FRAMEWORK / STATE INCENTIVE GRANT (SPF/SIG)**

## **September 18, 2008 Summary Notes (Participant Feedback)**

### **Key 3- Community Readiness**

#### **Lock 1 (8) Relationships**

Remind them why they are involved - valued in sharing  
Training options for the group  
Mean what you say and say what you mean  
Just do not agree- validate each other  
Continual Communication

#### **Lock 2 (9) Stakeholders and Champions**

Validate others  
Allow folks to come in their own time  
Support both process and task orientations  
Create a level playing field  
Celebrate your stakeholders'/champions' achievements

#### **Lock 3 (10) Ownership**

Takes time  
Driven by the process  
Planning process put on with in put from the group  
Be real  
Stand up partners around the table when they are in high water  
Roles valid and heard  
Have the coalition shape the agenda  
Accountability  
Mutual benefit  
Own their solutions- work for consensus

Parking lot-Items to be addressed at another time

- Funding sharks
- Not vested in the best interest of prevention
- No real concept of or about prevention

Then the tool to begin to develop their own plan was handed out with a request that they complete these before the next session.

## **Implementation Process Sustainability Worksheet**

Complete to the best of your ability the following statements and questions as they relate to your community effort as well as agency (key 1), provider system (key 2), community /coalition readiness (key 3).

**Anticipated outcomes from Implementation Process:**

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**Anticipated benchmarks/accomplishments needed to complete Implementation Process:**

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**Measurements for outcomes and benchmarks**

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## ***Key 1- Organizational Capacity***

**What collaborative structures are in place to support the functions of the Implementation Process?**

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**What are the formal linkages in place needed to support the functions of the Implementation Process?**

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**What policies and procedures have you developed to creating a sustainable Implementation Process?**

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**What resources are needed to complete and sustain the Implementation Process?**

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**What additional expertise, outside of your current partners, would be needed to complete/sustain the Implementation Process?**

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***Key 2- Effectiveness***

**How have you assured quality and accountability for by the providers who will take the action necessary for the Implementation Process?**

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**What plan(s) are in place to monitor the change (both outcome and process) that can demonstrate the effectiveness of the Implementation Process?**

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**What plan(s) are in place to assure that the Implementation Process has the broadest reach and aligns with efforts already on-going in the community?**

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### ***Key 3- Community Support***

**How have you nurtured relationships to strengthen their commitment to support the Implementation Process?**

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**How have you fostered the connection with community champions and/or stakeholders to continue on-going support the Implementation Process?**

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**What have you done/plan to do to foster ownership by your community for the Implementation Process?**

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***This worksheet created by: Michael Langford, CSAP's Central Center for the Application for Prevention Technologies, MIPH and D. G. Mawn, CSAP's Southeast Center for the Application for Prevention Technologies, PIRE.***

## **Planning Process Sustainability Worksheet**

**Complete to the best of your ability the following statements and questions as they relate to your community effort as well as agency (key 1), provider system (key 2), community /coalition readiness (key 3).**

**Anticipated outcomes from the Planning Process:**

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**Anticipated benchmarks/accomplishments needed to complete the Planning Process:**

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**Measurements for outcomes and benchmarks**

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## ***Key 1 - Organizational Capacity***

**What collaborative structures are in place to support the functions of the Planning Process?**

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**What are the formal linkages in place needed to support the functions of the Planning Process?**

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**What policies and procedures have you developed to foster sustaining the Planning Process?**

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**What resources are needed to complete and sustain the Planning Process?**

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**What additional expertise, outside of your current partners, would be needed to complete/sustain the Planning Process?**

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***Key 2- Effectiveness***

**How have you assured quality and accountability for the validity and reliability that is needed to support the information collected for the Planning Process?**

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**What plan(s) are in place to facilitate the distribution of the information distilled in the Planning Process to assure effectiveness of capacity implementation and evaluation?**

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**What plan(s) are in place to assure that the effect of this Planning Process has the broadest reach and aligns with efforts already on-going in the community?**

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### ***Key 3- Community Support***

**How have you nurtured relationships to strengthen their commitment to a transparent and realistic Planning Process that will support prevention efforts?**

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**How have you fostered the connection with community champions and/or stakeholders to continue on-going participation in the Planning Process?**

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**What have you done/plan to do to foster ownership by your community for the Planning Process?**

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## **Capacity Assessment Process Sustainability Worksheet**

Complete to the best of your ability the following statements and questions as they relate to your community effort as well as agency (key 1), provider system (key 2), community /coalition readiness (key 3).

**Anticipated outcomes from the Capacity Assessment Process:**

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**Anticipated benchmarks/accomplishments needed to complete the Capacity Assessment Process:**

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**Measurements for outcomes and benchmarks**

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## ***Key 1- Organizational Capacity***

**What collaborative structures are in place to support the functions of the Capacity Assessment Process?**

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**What are the formal linkages in place needed to support the functions of the Capacity Assessment Process?**

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**What policies and procedures have you developed to foster sustaining the Capacity Assessment Process?**

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**What resources are needed to complete and sustain the Capacity Assessment Process?**

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**What additional expertise, outside of your current partners, would be needed to complete/sustain the Capacity Assessment Process?**

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### ***Key 2- Effectiveness***

**How have you assured quality and accountability for the validity and reliability that is needed to support the information collected for the Capacity Assessment Process?**

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**What plan(s) are in place to facilitate the distribution of the information distilled in the Capacity Assessment Process to assure effectiveness of planning, implementation and evaluation?**

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**What plan(s) are in place to assure that the effect of this Capacity Assessment Process has the broadest reach and aligns with efforts already on-going in the community?**

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### ***Key 3- Community Support***

**How have you nurtured relationships to strengthen their commitment to continual improvement in the community capacity to support prevention efforts?**

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**How have you fostered the connection with community champions and/or stakeholders to continue the Capacity Assessment Process?**

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**What have you done/plan to do to foster ownership by your community for the Capacity Assessment Process?**

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## **Evaluation Process Sustainability Worksheet**

**Complete to the best of your ability the following statements and questions as they relate to your community effort as well as agency (key 1), provider system (key 2), community /coalition readiness (key 3).**

**Anticipated outcomes from the Evaluation Process:**

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**Anticipated benchmarks/accomplishments needed to complete the Evaluation Process:**

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**Measurements for outcomes and benchmarks**

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## ***Key 1- Organizational Capacity***

**What collaborative structures are in place to support the sharing of the Evaluation Process?**

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**What are the formal linkages in place needed to support the merging of the Evaluation Process?**

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**What policies and procedures have you developed to creating a sustainable Evaluation Process?**

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**What resources are needed to complete and sustain the Evaluation Process?**

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**What additional expertise, outside of your current partners, would be needed to complete/sustain the Evaluation Process?**

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### ***Key 2- Effectiveness***

**How have you assured quality and accountability by the providers who will take the action necessary to provide a valid and reliable Evaluation Process?**

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**What plan(s) are in place to develop an Evaluation Process that can monitor the change (both outcome (intervention) and process(provider)) from the planning and implementation process?**

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**What plan(s) are in place to assure that the Evaluation Process provides the information to the questions most essential to your efforts and aligns with efforts already on-going in the community?**

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### ***Key 3 - Community Support***

**How have you nurtured relationships to strengthen their commitment to support the Evaluation Process?**

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**How have you fostered the connection with community champions and/or stakeholders to continue on-going support the Evaluation Process?**

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**What have you done/plan to do to foster ownership by your community for the Evaluation Process?**

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## **Needs Assessment Process Sustainability Worksheet**

Complete to the best of your ability the following statements and questions as they relate to your community effort as well as agency (key 1), provider system (key 2), community /coalition readiness (key 3).

**Anticipated outcomes from the Needs Assessment Process:**

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**Anticipated benchmarks/accomplishments needed to complete the Needs Assessment Process:**

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**Measurements for outcomes and benchmarks**

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## ***Key 1- Organizational Capacity***

**What collaborative structures are in place to support the functions of the Needs Assessment Process?**

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**What are the formal linkages in place needed to support the functions of the Needs Assessment Process?**

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**What policies and procedures have you developed to foster sustaining the Needs Assessment Process?**

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**What resources are needed to complete and sustain the Needs Assessment Process?**

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**What additional expertise, outside of your current partners, would be needed to complete/sustain the Needs Assessment Process?**

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***Key 2- Effectiveness***

**How have you assured quality and accountability for the validity and reliability that is needed to support the information collected for the Needs Assessment Process?**

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**What plan(s) are in place to facilitate the distribution of the information distilled in the Needs Assessment Process to assure effectiveness of efforts?**

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**What plan(s) are in place to assure that the effect of this Needs Assessment Process has the broadest reach and aligns with efforts already on-going in the community?**

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### ***Key 3- Community Support***

**How have you nurtured relationships to strengthen their commitment to prevention efforts of the Needs Assessment Process?**

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**How have you fostered the connection with community champions and/or stakeholders to continue the Needs Assessment Process?**

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**What have you done/plan to do to foster ownership by your community for the Needs Assessment Process?**

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# CAPT Event Feedback Form

The purpose of this form is to obtain your feedback on this event. The form is completely anonymous. Please do NOT put your name anywhere on this form. Results will be used to inform similar future events. It is important to obtain information from all participants to maintain quality of service; however, your participation is voluntary.

**Name of Event:** Sustainability Training

**Location of Event:** Lansing, MI

**Date of Event:** September 19, 2008

Feel free to use the back of the page if you need more room for written comments.

**1. Please rate your satisfaction with each of the following aspects of today's workshop.** (check *one* box on *each* line)

	<i>Very Dissatisfied</i>	<i>Somewhat Dissatisfied</i>	<i>Somewhat Satisfied</i>	<i>Very Satisfied</i>
<b>Quality of the information you received</b> <i>Comments:</i>			4	16
<b>Relevance of the information to your work</b> <i>Comments:</i>			5	15
<b>Organization of the training</b> <i>Comments:</i>				
- ODCP was not considerate of time		1	6	13
- The trainer's had to rush a bit				
- Very good				
<b>Sensitivity of the trainer(s) to the participants</b> <i>Comments:</i>			1	19
- They worked very well together				
<b>Opportunity for questions/discussion</b> <i>Comments:</i>				20
<b>Handouts or materials</b> <i>Comments:</i>			5	15

**2. What were the *most* helpful features of today's training?**

- D.G.
- Useable tools and materials (not just information) that I can bring back
- Keys to sustainability & documents
- D.G.'s sense of humor was refreshing
- Handouts
- Examples
- Speakers were very informative. Great speakers.
- The interaction of our group
- D.G. was very engaging and kept people's attention. It was nice to hear from Michael again, also.
- Examples used to describe each area
- Group input regarding issues of sustainability
- Information about keys - how to utilize - examples
- Going over the models and keys and locks
- Rich discussions and experience sharing

**3. What were the *least* helpful features of today's training?**

- Started late
- Michael seemed less well informed
- Dragging out what slides said
- Some of the intro presentations before the actual training were too long and sometimes repetitive, which cut down on the trainer's time.
- All very helpful
- Everything was helpful

**4. In what ways could this workshop be improved?**

- More time allotted
- Tables to write on
- More time for in-depth exploration of the keys



- Make sure trainers are given all their time
- More time

**5. How much new information or ideas did you receive in the training?** (check one)

No New Information/Ideas	4 A Little New Information/Ideas	11 Some New Information/Ideas	4 A Lot of New Information/Ideas
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**6. How likely are you to use the information or ideas that you received in the training?** (check one)

Not at All Likely	Not Very Likely	6 Somewhat Likely	13 Very Likely
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**7. Overall, how satisfied are you with today's training?** (check one)

Very Dissatisfied	Somewhat Dissatisfied	2 Somewhat Satisfied	17 Very Satisfied
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**8. Please write in any additional comments or suggestions that you may have.**

- D.G. was very helpful
- How can the state pay for pizza but not a beverage?
- D.G. was a very effective presenter
- Keep 'em coming!
- I look forward to Part II
- Keep the trainings coming!
- Mawn and Langford have very good facilitation skills. They made sure everyone was comfortable to participate in the process.